

IDST 395 Spring 2019
Investigative Methods in Interdisciplinary Studies
Web Course – 8 Weeks

Instructor: Julie Lents-Sutton, Ed. D.
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Office Hours: By Appointment

Required Texts:

Required readings will be located on blackboard.

Aims of the Course:

This course offers a comprehensive introduction to different approaches to Interdisciplinary Studies as an academic research process or method. Specifically you will:

- Demonstrate your understanding of the importance of critical analysis, integration, and cultural relevancy when working in two or more fields or disciplines.
- Investigate and apply the issues, ideas, and theories relevant to your interdisciplinary focus.
- Demonstrate an awareness of how an interdisciplinary perspective impacts common organizational concepts and business practices.

Online Course Specific Information:

Required Skills:

- Ability to navigate Blackboard, including reading and posting messages and attachments to the discussion boards
- Ability to navigate the Web (use a browser) and handle multiple open windows
- Ability to browse Web pages
- Ability to open and navigate PDF files using Adobe Acrobat
- Knowledge of how to create, send, open, close, and save files and attachments with Microsoft Word and Microsoft PowerPoint
- Ability to cut and paste text from Microsoft Word documents to Email messages
- Basic word processing skills
- Ability to access online videos and recorded lectures

Help Desk Information

- <http://www.wku.edu/infotech/index.php?page=123>
- <http://www.wku.edu/online/bbtutorial.html#AdRequire>
- <http://www.wku.edu/helpdesk>
- (270) 745-7000

****Please note that while I am available to answer your course or content questions, I am not trained in technology science or information systems. I will not presume to be able to answer your computer and/or software questions but can help you find the appropriate individuals at Western Kentucky University who can best answer those types of questions.*

Classroom Citizenship:

On occasion, your peers or I will post an idea or example that you may not like or that may not be consistent with your life experiences and/or beliefs. Given the virtual nature of the classroom it is easy to send off a hasty and abrupt response. We need to strive to remember the human factor in this class, and take care to express our rebuttals in a fashion that attacks the idea, not the person. We also need to take care not to discount others' experiences, and to try to acknowledge that multiple perspectives exist. To this end, I will not tolerate communication that degrades or devalues anyone in the class. Take care to follow netiquette whenever possible and to be conscious of what you are saying and how you are saying it (word choice is crucial when the nonverbal elements of communication are absent in interactions). In the proper environment, we will all feel safe contributing our own thoughts and experiences and we will all be much more enriched in said environment.

Semester Assignments:

1. Exploring Research Methods Overview 50 points

For this assignment, you will access the Harvard Online Writing Lab (OWL) to explore general concepts of conducting research, transferring research into written work, and properly referencing sources. You can access OWL via this link: <https://owl.english.purdue.edu/owl/>.

Your completed assignment will include:

- A summary of your **three most significant findings** from reviewing this site.
- A paragraph about how you will use this site to conduct future research, including the research in this class.

Note: This assignment will likely be approximately 1-2 typed pages submitted as an attachment to julie.lentsutton@wku.edu according to the posted schedule.

2. Critical Analysis of Interdisciplinary Topics – References 100 points

For this assignment, you will explore a variety of common organizational concepts and business practices. Please choose a topic from the list below. For each topic, you will provide one dedicated resource that others in the class may leverage. The intent is that you draw upon your learning from the Exploring Research Methods Overview assignment. There will be a Blackboard Forum for each topic. For each topic, research relevant resources that would allow someone else to maximize their learning about that topic. Keep in mind that your resources will be potentially used by others in the class as they complete their Research Application in Interdisciplinary Studies assignment.

Note: When you post to each Blackboard forum, review what other students have already posted and try to post an alternative source. ***This assignment has a rolling due date: You will post the topic-specific reference on the date that we will discuss that topic, according to the schedule listed in this syllabus.*** In other words, you will be posting different resources on different days/weeks. In the end, ***you will also submit one final list*** of the resources that you selected and posted. Please send to me via electronic attachment to julie.lentsutton@wku.edu, per the date on the schedule.

To earn credit for this assignment, please post the complete reference per the style guide suggestions you discovered in OWL. The goal is that any other student can use your direct resource for their Research Application in Interdisciplinary Studies assignment.

The topics include:

- Presenting Yourself Professionally
- Business Ethics
- Teamwork

- Managing Diversity
- Generational Differences
- Interpersonal Skills in the Workplace
- Managing Office Politics
- Achieving Career Success over a Lifetime

3. Applying Interdisciplinary Topics to Area of Focus – 100 points

You will select four of the topics from the Critical Analysis of Interdisciplinary Topics assignment. For each of the selected topics, you will identify one positive and one negative example of how you have experienced the respective topic in your own life. Your examples can be from personal, professional, service, church, etc., experience. Our goal is to hear specific examples. You will post your examples on Blackboard in a dedicated forum that will be available prior to the due date.

4. Research Application in Interdisciplinary Studies 100 points

You will select from one of the topics from the Critical Analysis of Interdisciplinary Topics assignment and complete a comprehensive research paper. For this assignment, you are encouraged to leverage the resources that are posted for the earlier Topics assignment; you can also include new, relevant resources, which meet guidelines established by OWL. You should have a minimum of five resources included on your reference page.

You will be graded on the overall interdisciplinary research and ideas that you present and support. Your final paper should be 5-7 pages with standard 1 inch margins, double-spaced, using a readable font such as Times New Roman 12-point font. You should use a consistent citation method such as APA, Chicago, or MLA depending on your background and preference and per your OWL learning.

5. Participation 100 points

Your participation in this class will primarily take the form of contributing to the discussions on Blackboard. I will track your involvement based upon the specific discussion questions, assignments, and announcements posted throughout the semester. Your participation should follow the Classroom Citizenship guidelines stated above. In addition, it is critical that you begin to practice professional electronic communication. ***Your contribution represents your personal and professional image. Please practice proper and conventional etiquette and grammar in all your interactions during this course. Your grade will reflect this guideline.***

Grading Breakdown:

The final course grade will be based on how many points you have earned during the semester. The scale is as follows:

A	405- 450
B	360-404
C	315-359
D	270-314
F	0-269

Students must earn the specified number of points to achieve each grade level. There will be no exceptions, rounding, or curves.

Course Policies:

- All due dates and times for this class are in Central time zone (if you have any questions about the time zone please see one of the various websites available like www.time.gov/).
- The online classroom for us is primarily the Discussion Board (and other elements of communication we may use from time to time); this is where student participation and dialog take place. Discussion Boards are set up for each unit.

- Additionally, I have set up several boards that are more social in nature so that we can continue to have a human element to our virtual classroom. For example, there will be a “Q&A Board” where you can post questions for the instructor or any other class member to respond to.
- At any time, you are free to correspond with me to ask any questions, raise concerns, etc. that you might have via email. Meetings can be arranged through blackboard’s virtual chat rooms, in my office, or via telephone as necessary. ***All email communications must be sent to julie.lents-sutton@wku.edu.***
- Assignments should be submitted via email to julie.lents-sutton@wku.edu. Assignments sent through blackboard or to my WKU address will not be graded. All assignments should be attached as an electronic file to the email. I will provide tracking edits to you and return, as appropriate and necessary.
- I will return all emails within 48 hours, excluding weekends, if they are sent to
- julie.lents-sutton@wku.edu. ***I will not return emails if they do not follow proper and conventional etiquette and grammar guidelines.***
- I will attempt to return all assignments within one week of their due date (significant deviations will be conveyed to you via email or the announcement board on blackboard).
- I will on occasion contact students through the Blackboard email list. This list does use your WKU email address. I encourage you to either regularly check this account or have it forwarded to the address that you regularly use. Please also be aware of the limitations on your mailbox; if it is full, your message will bounce back to me and I will not have any way of conveying relevant course information to you.
- Whenever possible (except for urgent announcements or individual messages) I post course information and announcements on the announcements page of blackboard; I suggest you read these announcements daily.
- Make up assignments (discussion boards, writing assignments, or exams) will not be permitted. In the case of an extreme documented emergency (not feeling well, vacations, weddings, computer issues unless it is a university computer issue, etc. do not count as emergencies) make-up opportunities may be granted, but make up assignments will be penalized at minimum one letter grade (or more at the instructor’s discretion).
- Emergencies will be dealt with on a case by case basis.

University Policy on Academic Dishonesty

Dishonesty, such as cheating, plagiarism (unintentional or intentional), misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. If the WKU Code of Student Conduct is violated the student may be expelled, suspended, placed on probation, or given a lesser sanction. For more information such as definitions and examples of academic dishonesty visit

http://www.wku.edu/handbook/2009/index.php?option=com_content&view=article&id=59:academicoffenses&catid=36:academic-offenses&Itemid=60

Student work may be checked using plagiarism detection software.

Special Accommodation

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is (270)745-5004.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

University Policy on Absences For more information see:

http://www.wku.edu/handbook/2009/index.php?option=com_content&view=article&id=141:classattendance&catid=38:university-policy&Itemid=55

**Tentative Weekly Schedule
Spring 2019
(8 week schedule)**

Week	Assignment	Reading
Jan 22-26	<p>Course and Self-Introductions</p> <ul style="list-style-type: none"> □ Respond to Blackboard Discussion assignment per Introduction email <p>Discussion Board will close Friday evening Jan 26th, 11:59pm.</p>	<ul style="list-style-type: none"> □ Syllabus □ Introduction email □ Blackboard Discussion Assignment: Introduction
Jan 28-Feb 1	<p>Introduction to Investigative Methods</p> <ul style="list-style-type: none"> □ Access and Review Harvard Online Writing Lab □ Respond to Blackboard Discussion question <p><u>Exploring Investigative Research Methods assignment due. Email as attachment by Friday, Feb 1st, 11:59 PM CST to julie.lentssutton@wku.edu</u></p>	<ul style="list-style-type: none"> □ https://owl.english.purdue.edu/owl/
Feb 4-8	<p>Exploring Interdisciplinary Topics</p> <ul style="list-style-type: none"> • Presenting Yourself Professionally • Business Ethics <p><i>Post topic-specific references for Critical Analysis of Interdisciplinary Topics – References assignment, as applicable to the topics being covered this week. Post assignments on blackboard. Blackboard will close Feb 8, 11:59pm CST.</i></p>	<ul style="list-style-type: none"> □ Blackboard readings
Feb 11-15	<p>Exploring Interdisciplinary Topics, continued</p> <ul style="list-style-type: none"> • Teamwork • Managing Diversity <p><i>Post topic-specific references for Critical Analysis of Interdisciplinary Topics – References assignment, as applicable to the topics being covered this week. Post assignments on blackboard. Blackboard will close Feb 15th, 11:59pm</i></p>	<ul style="list-style-type: none"> □ No assigned readings

Feb 18-22	<p>Exploring Interdisciplinary Topics, continued</p> <ul style="list-style-type: none"> • Generational Differences • Interpersonal Skills in the Workplace <p><i>Post topic-specific references for Critical Analysis of Interdisciplinary Topics – References assignment, as applicable to the topics being covered this week.</i></p> <p><u><i>Applying Interdisciplinary Topics to Area of Focus assignment due.</i></u> <i>Post responses to this assignment to dedicated Blackboard Discussion forum by Friday, Feb 22nd, at 11:59 PM CST.</i></p>	<input type="checkbox"/> Blackboard readings
Feb 25-March 1	<p>Exploring Interdisciplinary Topics, continued</p> <ul style="list-style-type: none"> • Managing Office Politics • Achieving Career Success over a Lifetime <p><i>Post topic-specific references for Critical Analysis of Interdisciplinary Topics – References assignment, as applicable to the topics being covered this week.</i></p> <p><i>Blackboard Discussion Board closes March 1, 11:59pm</i></p>	<input type="checkbox"/> No assigned readings
March 4-8	<p>Independent Work</p> <p><u><i>Critical Analysis of Interdisciplinary Topics – References assignment due.</i></u> <i>Email attachment of comprehensive list of references for all topics by Friday, March 8th, at 11:59 PM CST to julie.lentssutton@wku.edu</i></p>	<input type="checkbox"/> No assigned readings
March 11-15	<p><u><i>Research Application in Interdisciplinary Studies due.</i></u> <i>Email attachment of paper by Friday, March 15, at 11:59 PM CST to julie.lents-sutton@wku.edu</i></p>	<input type="checkbox"/> No assigned readings